Standardization & Optimization Items

Listed below are the four standardization & optimization items that will be part of each and every STP.

Computing Platform Services: Implement computing platform suggestions from VITA.

Recommendation		Action	Estimated Resources
The fol	llowing should be done to ensure the Agency meets the	Standardize	2 hours minimum,
	VITA server standards:		per server
a.	Obtain serial number and warrantee information. Extend		
	the warranty coverage on servers as needed if possible.		
b.	Verify that OS security patches are current. If not,		
	install necessary security patches.		
c.	Verify virus scanner validity is checked daily and		
	routinely updated.		
d.	Implement administrator password requirements as		
	defined by Security.		
e.	Implement end user password requirements as defined by		
	Security.		
f.	Implement standard server logging and audit		
	requirements as defined by Security.		
g.	Establish standard maintenance window, if one does not		
	already exist.		
h.	1 1 1		May have to be post
	use of an offsite storage facility, within 30 days of		SOP due to time.
	implementation of SOP.		
i.	Internal and external network services should not be		Plan will be worked
	hosted on a single server. Where this occurs, develop a		on during
	plan to provide the services on separate servers, within		remediation,
	30 days of implementation of SOP.		implement post SOP

2) Network Services: Implement network suggestions from VITA.

Recommendation	Action	Estimated Resources
The following should be done to ensure the Agency meets the	Standardize	2 Hours per network
VITA network standards:		device
a. Review, document and take over maintenance of		
telecommunication devices. This is to include Password		
change, set SNMP and other potential changes as needed		
and defined by security and VITA network lead.		
b. Review telecommunication devices such as routers and		
switches to ensure a valid maintenance contract exist. If		
necessary acquire maintenance contract.		

3) **Desktop and End User Services:** Implement desktop and end user suggestions from VITA.

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Recommendation	Action	Estimated Resources
The following should be done to ensure the Agency meets the	Standardize	2 Hours per
VITA desktop standards:		PC/Account

я	Implement break-fix on client PC's or deploy seat		
a.	management as applicable.		
1.			
	Change agency email address to fit new VITA standard.		
C.	Coordinate with business staff (Owen Tyler) the change		
	on agency Web presence address to match new VITA		
	standard.		
d.	Verify applicable OS security patches have been installed		
	on the client PC's as defined by the Windows update		
	page (http://windowsupdate.microsoft.com).		
e.	Verify virus scanner is routinely updated on the PC's to		
	meet VITA standards.		
f.	Implement VITA standard E-mail attachment blocking.		
g.	Supply surplus process to the agency for unneeded and	Post SOP	Should be done by
g.	non break-fixable hardware and be sure the agency	1 031 301	Agency with VITA
,	removes it from FACCS as necessary.	D (COD	help as necessary.
h.	Create a plan to patch applications to include MS office	Post SOP	Varies by agency.
	product as appropriate. Implement plan within 60 days		
	of agency transition.		
i.	Verify application licensing for all installed applications.	Post SOP	Varies by agency.
VITA nee	ds policy and procedure for maintaining the security and		
	ners updates on the local PC's. In lieu of an existing		
	us signature updates should be controlled from a server		
	ed on at least a weekly basis as new files come out. Full		
_	<u>. </u>		
Chent viiu	s scans should be scheduled weekly on all client PC's.		

4) **Security:** Implement security suggestions from VITA.

	i) Seemely improment seemely suggestions from +1111.			
Recommendation	Action	Estimated Resources		
The following should be done to ensure the Agency meets the	Standardize	12 Hours per location		
VITA security standards:				
a. Evaluate the configuration of the Agency Firewall;				
ensuring inbound and outbound access-lists are in place.				
Ensure that the configurations meet VITA requirements.				
b. Review remote connectivity capability (dial-up) and				
Standardize as necessary with VPN solution or review				
existing VPN configuration to ensure it meets VITA				
security standards. VPN will need to be replaced by				
centralized VITA VPN solution once VITAnet is				
available.				